

CENTRAL OREGON COMMUNITY COLLEGE
Data Stewardship Advisory Committee Meeting NOTES

Date:	May 25, 2017	Facilitator:	Chris Egertson
Time:	1:00pm – 2:30pm	Notes:	Kristine Roshau
Place:	LIB 221	Agenda Maker:	Chris Egertson, Caren Graham, JJ Shew, Kristine Roshau

Attendees:	Jacob Agatucci	Chris Mills	Guests:
	Wesley Dymond	Kristine Roshau, <i>Work Team</i>	
	Chris Egertson, <i>Chair, Work Team</i>	JJ Shew, <i>Chair Elect, Work Team</i>	
	Caren Graham, <i>Work Team</i>	Heidi Weaver	
	Brady Hickman	Courtney Whetstine	
	Shelley Huckins		

Agenda Item	Discussion	Decision/Action	Responsible Person(s)
Welcome	<ul style="list-style-type: none"> • Welcome and Meeting Overview • PAT meeting – May 30 • Campus Update • Training Module Update • Potluck sign up 	<ul style="list-style-type: none"> -Chris will post DSAC update to bobcat community. Modules 3&4 are about complete. -Kristine will send links when completed. Committee will review one last time. -Caren circulated a potluck signup sheet for Jun 29 meeting. 	Chris
Set Plan for 2017-18	<ul style="list-style-type: none"> • Review 2016-17 Goals <ul style="list-style-type: none"> ○ Accomplishments ○ Discuss carry over of unfinished goals • Further utilizing maturity survey results <ul style="list-style-type: none"> ○ Use to develop new goals ○ Use to increase data maturity level • Review older priorities <ul style="list-style-type: none"> ○ Discuss if any should be elevated to a goal • Finalize goals 	Goals were developed for 2017-18 – see goals on last page.	Chris JJ Caren Chris
Next Meeting	<ul style="list-style-type: none"> • June 29; 12:30-2:00 – Chandler Lab, Rm 310 <ul style="list-style-type: none"> ○ Review Data Security Module ○ Celebration Potluck 		

DSAC 2017-18 Goals:

1. Improve and enhance readability and access to the DSM
 - a. Create a strategy for improvement
 - i. Increase Awareness
 - ii. Continue to build out
 1. Validation table owners could be a possible starting point.
 - iii. Increase Access
 - b. Assign DSM Captain Each Year for review and maintenance of DSM
 - i. Define and formalize captain responsibilities (facilitate DSM Review and Changes)
 - ii. Make "captain update" as an agenda Item each meeting
2. Promote data stewardship education
 - a. Training Modules
 - i. Roll out to Campus
 1. Create strategy and implement
 - ii. Ensure new employees have exposure
 1. Create strategy and implement
 - iii. Evaluate effectiveness of module
 1. Reissue data maturity questionnaire during spring 18.
 - a. Adjust wording to some questions to make more concise – but not lose meaning of question.
 - b. Create handouts with data stewardship info (Training Module links, DSM, DSAC)
 - i. New Employee Orientation as an example.
3. Evaluate as a committee on where it is and where it should go
 - a. Identify the target maturity model level we want to achieve
 - b. Create a strategy to get us to that target
 - i. Identify key pieces that can help move us to where we want to go
 1. Example that was brought is banner access – who gets what access and how does that change if people move between jobs
 - ii. Define processes, develop standard practices, create awareness
 - c. Investigate products to help move along the maturity continuum
 - i. data cookbook as an example
4. Evaluate Sharepoint as a committee storage option
 - a. Re-organize
 - b. Use something different